

EDINBURGH ROYAL CHORAL UNION			
COVID-19 risk assessment for:	Principal decision on returning to rehearsals to be made by board after risk assessment		
Rehearsal date and time			
Rehearsal venue	Green: mitigations/actions apply to both indoor and outdoor rehearsals		
Risk area	Possible mitigations and actions	Responsible	Other relevant notes
1. Infection rate in our area high			
Local restrictions apply with little notice			
	Check Scottish Government guidance on local lockdowns (see notes section)	Elaine	Government guidance on local lockdowns
	Check Coronavirus cases data every Monday of rehearsal week (see notes section)	Elaine	Check coronavirus cases data regularly
	Cancel rehearsal in event of local surge in cases/new local restrictions	CPG	https://www.gov.scot/coronavirus-covid-19/
	Communicate decision to cancel to members, chorus director, accompanist & venue	Elaine	
2. Risk to/from individuals to/from group			
High/moderate risk/vulnerable individuals attend			
	Advise members that: individuals must make their own decision whether or not to attend; ERCU's measures cannot reduce risk to zero; clear information will be provided about risk assessment/mitigations; attendees must comply with all guidance/protocols put in place	Board	Conduct pre- and post rehearsal surveys and issue guidance
Infectious individual attends rehearsals			
	Exclude potentially infectious individuals from attending and entering rehearsal venue by requiring email registration by mid-afternoon on rehearsal day. This confirms they -	Elaine	
	1) do not have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste		
	2) have not been in close contact with someone with symptoms		<i>definition of close contact in Making Music guidance</i>
	3) have not been asked by NHS Scotland Test & Protect to self-isolate		https://www.makingmusic.org.uk/resource/risk-assessment-covid-secure-
	4) have not returned from abroad and been asked to self-isolate		
	Anyone not pre-registering must complete equivalent questionnaire on entering venue		
	Encourage choir members to take a lateral flow test before each rehearsal.		
Inability to track & trace when someone falls ill outside			
	Keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Scotland Test & Protect)	Elaine	
	Require anyone developing symptoms or testing positive between one rehearsal and the next to advise Elaine immediately		
	In that event, contact NHS Scotland Test & Protect and venue	Elaine	
	AND contact all attendees of last 2 rehearsals; ask to self-isolate for 10 days from date of attending rehearsal with patient and advise to expect contact from NHS Scotland Test & Protect	Elaine	
Inability to deal with person becoming unwell in rehearsals			
	Anyone coughing continuously or displaying other Covid-like symptoms at rehearsal, rehearsal is terminated, everyone to self-isolate until clearance given (either 10 days, or confirmation of negative test result of person with symptoms)	Henrietta / Moira	
	While awaiting transport, seat them on non-upholstered chair/chair covered with plastic sheeting, by open window or door.		
	Ask person with symptoms to take a test asap and communicate the result to Elaine		
	Clean rehearsal space carefully [depends on arrangement with venue]		
	Tell venue		
Complacency means mitigating measures not complied with			
	Liaise with venue about general COVID signage etc provided	Elaine	
	If necessary, create additional posters and signs to display each week at the entrance, by bathrooms, other prominent locations.		MM posters on website https://www.makingmusic.org.uk/resource/covid-safety-poster-templates Check for Scottish version.
	Use regular emailing to issue reminders and remind attendees verbally - at entrance and start of rehearsal	Elaine	
	Communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.)		
	Michael to remind everyone of compliance at start of rehearsals	Michael	
Non-compliance with measures means risk to other attendees			

	Quiet word with anyone not following guidance	Henrietta / Moira	
3. Behaviour of attendees/individual			
Individuals spread or breathe in virus-laden particles			
Reminder to follow Government guidance generally, as well as ERCU guidance: latter to contain an appeal to members' sense of responsibility and to 'be kind'	Set out expected behaviours:	Board	Guidance circulated
	1) 2 metre social distancing AT ALL TIMES		
	2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering)		
	3) no hugging, hand-shaking, lingering to chat		
	4) wearing of face-coverings in the rehearsal venue mandatory, find out how many people are exempt from wearing face masks, all exempt should join rehearsals via Zoom		
	5) Require singers to bring several face-coverings, as they are ineffective when wet		
	6) Require singers to use sanitiser when changing face-covering		
	7) Provide disposable face coverings for those who forget		
	8) Singers must bring own bags to dispose of own face masks. An emergency supply will be provided by ERCU.		
Individuals spread/pick up virus by touching shared surfaces			
	Set out expected behaviours:	Board	Guidance circulated
	1) avoid touching shared surfaces as much as possible		
	2) all choir members to bring own hand sanitiser, sanitise/wash hands on arrival, departure, after bathroom visit		
	3) do not share music		
	4) use allocated seat [bring a plastic cover for chairs if appropriate/needed] and keep all belongings by and in that space		
	5) if no seating provided at external rehearsal venue, singers should bring their own if they might need to sit down		
	6) bring own refreshments; and ensure nothing left behind at end of rehearsals, bring rubbish bag		
Volunteers pick up virus in course of their duties			
	For volunteers helping with register/traffic management/cleaning etc.:		All venue dependent
	1) contain and designate their area of operating (e.g. cleaning only, entrance only)	Elaine	
	2) register who does what job on what date		
	3) limit and note who they work with (where applicable, e.g. arrivals area)		
	4) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings		
4. Rehearsal space			
Your usual venue is not Covid-19 secure			
	Check whether venue's risk assessment is Covid-19 compliant	Elaine	AUC has said there will be no multi-use.
	If they are not – find a different venue		MM guidance on Covid-secure venues, Link
Space not large enough (floor and volume) to be safe			
	Find out first how many members are currently willing/able to return in person	CPG	Pre-rehearsal survey.
	Reduce numbers rehearsing to ensure radius of 2m-3m around each singer-and 3-5m distance to conductor and accompanist		
	Reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing		
no breaks - need constant ventilation	Consider: entrance/exit, route to bathrooms, socially distanced queues at any of these points		
	Find a different venue to rehearse in to accommodate capacity: options include school halls, larger churches, theatres	Elaine	
	Consider live stream of rehearsals in tandem with physical rehearsals ie blended rehearsals; women and men separately; mix of voices; split choir proportionately into smaller groups and rotate groups (consult Michael on all options)	CPG	Pip to check MM licence for live streaming.
Build-up of aerosols			
	Find out if there is mechanical ventilation (air-conditioning) and what kind, to what standard.	Elaine	Ventilation advice in MM guidance link
	Consider: no recycling of air, no blowing air across participants (ideally draw used air away upwards),		
	frequency of air-change, (HEPA) filters fitted, maintenance, age of system.		
	If no mechanical ventilation in place, look at doors and windows.		
	Check whether venues have a CO2 monitor. If so, test (to some extent) effectiveness with CO2 monitor before and after ventilation. If they don't, find out cost of buying one or encourage venue to acquire one.		

	Fans could be used (ideally in corners to prevent stagnant air and build-up of aerosols) in combination with ventilation.		
	Consider plug-in HEPA filters/air-purifiers, but make sure appropriate for size of space and highest-grade HEPA filter.		
	Need to have adequate ventilation throughout rehearsal.		
	Reduce length of rehearsal overall to maximum one hour.		MM advice: "keep as short as possible"
	Find a different venue to rehearse in if good ventilation not achievable.		
Build-up of virus on shared surfaces			
	Ask venue to remove any equipment or items that we do not use to prevent people leaning against/using them (cleaning!)	Elaine	
	If using venue chairs:		
	1) make sure they are hard chairs (can be cleaned). If no hard chairs, ask members to bring own chair covering.		
	2) clean before and after use		
	Find out who will do this cleaning/provide cleaning materials - us or venue? Cleaning by venues must be to high standard.	Elaine	<i>If we have to do the cleaning, rotate so it's not always the same people with the responsibility</i>
	3) limit number of volunteers handling such shared equipment		
	Cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals		
	Cleaning of facilities: bathrooms		
	As above, find out who will clean/provide cleaning materials.		
	No use of kitchens; bathrooms for emergency use only.		
Queueing points and traffic flow (applies to all rooms / areas)			
Difficulty of maintaining 2m social distancing	All to wear masks on approach to entrance.		
To be discussed with venue.	Think about pathways and routes throughout the rehearsal venue needing to allow for 2m social distancing	Elaine	
	2m markers on floor; one-way systems; clear signage		
	Well-marked paths with directional arrows/flow control measures (cones, barriers)		
	Take steps to avoid queues on arrival/departure. Consider splitting choir into smaller groups; staggered arrival/departure. Seating plans for each group; places assigned with names; arrival slot linked with seating plan; may have to accommodate requests for last-minute arrival. Once groups set, retain? Three volunteers to escort to seats.	CPG	
	Consider using: posters/signs, tape on floor, barriers/cones, volunteers/stewards		
Rubbish			
Contaminated material not properly disposed of			
	Members to bring own rubbish bag and take their rubbish (including separate bag for used masks) home for disposal. Spare bags available at venue	Elaine	
	One person on rota to collect any abandoned rubbish at end of rehearsal - provide litter picker and disposable gloves		
Other users of venue			
Activity before ours leaves legacy of droplets/aerosols			
	Discuss with venue which activities take place before us that day; need exact details on other group: size, time used, etc. Reach agreement with venue that any changes in groups are immediately highlighted to ERCU, so we can make informed decision in light of current guidance.	Elaine	"Ventilation of teaching spaces" guidance: "at least 15 minutes"
	Ensure enough time to clean and ventilate between previous activity and ours.		
	Ensure enough time so that participants do not cross over, creating pinch points we would not be able to control.		
5. Our musical activity			
Covid-safe placing of singers / conductor / accompanist during activity			
	Consider staggered rows and spacing	CPG	
	Consider plastic screens		
	(arguments against screens: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?)		
Virus spread through sheet music			
Option chosen here depends on planned programme	Email it to people and ask them to print their own for practice (acceptable if we have bought/hired)	Library	
	Buy electronic print-your-own licences		
	Use out of copyright print-your-own music (e.g. ISMLP)		
	Buy and have sent straight to participants' homes		
	Hire/buy as usual, pack into sealed plastic folders, issue to members with instruction to leave sealed for 72 hrs		
	Remind not to share and to use only own set of music		

Increased aerosols through high volume sound			
	Reduce volume of singing/speaking – fewer aerosols produced	Michael	
	Provide pocket amp/head mic for conductor	Elaine	
	Adapt what we do in rehearsals (e.g. focus on harmonies, rather than articulation)	Michael	
	Adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques		
Accompanist exposed to Covid-19 via piano			
	Only accompanist to use piano	Morley	
	Clean piano thoroughly before and after rehearsals	Elaine	
	Accompanist to use sanitiser before/after	Morley	
	Accompanist to turn own pages		
6. Transport to/from rehearsals			
Attendees pick up Covid on the way to/from rehearsals			
	Ensure members are aware of desirable hierarchy of transport:	CPG	Include in guidance for members.
Venue and level dependent	walk, cycle, own car, shared car, public transport		Street parking or car parks within 5-10 min, perhaps add a bit of extra journey time; but in list of priorities of venue criteria, lots of parking not as high as other criteria
	shared car (if guidance allows) – use face coverings, open windows, sit far from each other		
	places to lock bikes?		
	parking?		
7. Our organisation			
Desirable/necessary risk management measures unaffordable			
Treasurer to advise on budget.	Carefully cost up one-off investments (e.g. pocket amp/mic for conductor) with new ongoing commitments (venue?)	Elaine	
	cleaning materials, disposable items (eg gloves, bin bags)		
	Keep budget under regular review, considering scope for reducing costs, increasing income	Board	
			Making Music advice on insurance: your activity will be covered, provided it
Volunteers needed to run rehearsals			
	Carefully work out the number of people needed – can those attending to sing help with a task in rotation? Rota of at least three, and not the same every week. Pool resources from door/tea/first-aid rotas.	Elaine	
Chorus director, accompanist, administrator become ill or unavailable			
	Sam to act as occasional substitute for Michael when required	Michael	
	Non-singing Zoom sessions possible from time to time	Amanda	
	Source substitute accompanist when required	Michael	
	Jana has administrator log-in details	Elaine	
	Sam has log-in details for Zoom sessions	Elaine	